

## **GENERAL RULES & GUIDLINES**

1) There is no food or drink in the rooms and no open flame. Please do not remove chairs or stands from the rooms and please return the room to its designated set-up when you are finished.

2) Only faculty can book a performance venue (Ware, MWAT, ASP) on your behalf and must be present for your event.

**Faculty should send the request to [SOMRMRQ@wcupa.edu](mailto:SOMRMRQ@wcupa.edu)**

3) Students may only request up to 2 consecutive hours for any given event---rehearsals, rushes, meetings, etc. per day. If you need more time, your faculty advisor will need to request the space on your behalf. Multiple students from the same organization may not book consecutive time slots for the same room.

4) When you book a room, we will automatically program your ID card to get you into the room for that length of time. *We can't program your card to get you in the room early.* One person's card per reservation.

5) If for whatever reason your ID doesn't open your room, find a faculty member or custodian and show them your email reservation confirmation. Calling Public Safety should be a last resort.

6) If you need a table during the day, you can sign one out in the main office. If you need a table during the evening, you can sign one out from the music library.

7) Receptions for student recitals must be held in the student lounge (SMB203).

## **BOOKING A ROOM IN SWOPE MUSIC BUILDING**



Revised April 2015

## GETTING STARTED

### Browser Support:



(Internet Explorer NOT supported)

### YOU MUST BE SIGNED IN TO USE THE 25LIVE SYSTEM

Access the 25LIVE website at:

<https://25live.collegenet.com/wcupa/>

Click **Sign In** in the upper right-hand side of the page

- 25LIVE is accessed by using your West Chester University username and password
- For username, login using your network username **without** "@wcupa.edu".
- For password, this will change anytime you change your network password.

### SENIOR/GRADUATE RECITAL DRESS REHEARSAL POLICY

Students are allowed one dress rehearsal in the Ware Family Recital Hall (SMB100).

The dress rehearsal may only be as long as the students allotted recital time (½ hour or 1 hour).

The student's lesson teacher must book the Ware Family Recital Hall and be present for the rehearsal. The faculty member will be the one given swipe card access to the recital hall.

## CHECKING ROOM AVAILABILITY

### CHECKING LOCATIONS:

- Click the **Locations** tab at the top of the page
- Select the **Pre-Defined Location Searches** tab
- Under **Search Groupings** select appropriate grouping (i.e., Capacities, Features, Layouts, Public Searches)
- Choose your desired criteria from the list (i.e. 100-199, Tablet Arm Chairs, *Swope Music Building*) by clicking on it, then click **Run**
- Click on the **Availability** tab that appears below
- Click on the link next to the word "Date" (i.e. Fri May 30 2015) to choose your desired date

### USING QUICK SEARCH:

- Click on the Home tab and locate the Quick Search box below
- Quick Search allows you to search Events, Locations, and Resources by simply entering any part of the name (i.e. Leadership Experience, Brandywine Hall, Sykes - Coat Racks, *SMB203*†) into the appropriate box
- After the search results appear, click on your desired Event, Location, or Resource to expand it and receive more information

### ROOMS STUDENTS MAY NOT BOOK:

- \*SMB100 (WARE FAMILY RECITAL HALL)
- \*PAC140 (MADELEINE WING ADLER THEATRE)
- \*PHL114 (EMILIE K. ASPLUNDH CONCERT HALL)
- SMB118 (CONFERENCE ROOM)
- SMB152 (PERCUSSION ENSEMBLE ROOM)
- SMB252 (MUE LAB)
- SMB342 (CMT)
- SMB344/346 (KEYBOARD LAB)

†SMB203 is the Student Lounge

\*See second rule of the General Rules & Guidelines

## SUBMITTING REQUESTS

\*\*\*Students may only book a room for two consecutive hours per day\*\*\*

After signing into 25Live click on the **Event Wizard** tab and complete all required fields (marked with a red \*)

**Please Note:** when saving an event, select the option that best fits for your event

- *DO NOT* select **I don't know** or your request will not be processed

Click **Save**

Under which heading would you like to save this event?

- ☐ **I Don't Know**  
If you do not choose a heading, this event will be saved as a Draft, and any Locations or Resources you selected will only be assigned as a preference.
- ☐ **ADMINISTRATIVE EVENTS 2014/2015**
- ☐ **CONF. SERVICES/COMMUNITY 2014/2015**
- ☐ **FACULTY ACTIVITIES 2014/2015**
- ☒ **STUDENT CLUB/ORG EVENTS 2014/2015**

Save

- Please allow 2 business days for your event to be reviewed
- Once reviewed and/or approved, you will receive an email from the Scheduler of your event

For information on **Editing a Reservation**, **Canceling a Reservation** or **Checking Reservation Status** please go to:

<http://www.wcupa.edu/registrar/campusScheduling/quickHelp.aspx>